



blendology

USER GUIDE

How to use **blendology** badges & portal

On your first visit you'll need to set a password by selecting the "Sign Up and Password Reset" tab and entering your email address. You will be sent a confirmation email, which should arrive in a couple of minutes.

Sign in [Sign Up and Password Reset](#)

To sign-up or reset your password for clic+ Club Events 2016, please enter your email address below and we will send you a link to set your password. By signing up, you are agreeing to our [Terms & Conditions](#). If you do not receive the email within a few minutes, check your spam box. Otherwise, please contact support@blendology.com

We've updated our UI, to read more about the changes and for further information, [click here](#).

How to use **blendology** badges & portal

The screenshot shows the Blendology portal interface. At the top left, a user profile for Rose McDonald is visible. Below it is a 'Profile Completeness' bar. A navigation menu on the left includes 'Timeline', 'Profile', 'List View', 'Delegates', 'Network', 'Messages', and 'Logout'. The 'Timeline' item is highlighted with an orange box containing the number '9 [9]'. An orange callout box points to this number, stating: 'Number of Unique Connections. [Number of Taps made with badge]'. The main content area is titled 'clic+ Club Events 2016' and features a central vertical timeline with four user profile cards. Each card includes a profile picture, name, organization, and a badge count. A blue callout box points to the 'Deanne Swain' card, stating: 'Click on user to view user profile'. The cards are: Sue Thompson (7 [7]), Deanne Swain (11 [12]), Tamara Nicholls (8 [8]), and Jenny White (9 [9]).

Number of Unique Connections. [Number of Taps made with badge]

Click on user to view user profile

Profile Completeness

Timeline 9 [9]

Profile

List View

Delegates

Network

Messages

Logout

#clicclub

clic+ Club Events 2016

Sue Thompson
Royal Society of Chemistry
Education Coordinator (East of England)
Reason for attending: I have to arrange some big events during the year 7 [7]

Deanne Swain
Blue Smile
Communications, Events and Community Fundraising Manager 11 [12]

Tamara Nicholls
Marshall Aerospace & Defence Group
Purchasing Assistant 8 [8]

Jenny White
Marshall Aerospace & Defence Group
Supply Chain Manager
Reason for attending: To gain knowledge to support the development of events for Marshall and network to gain contacts. 9 [9]

How to use **blendology** badges & portal

The screenshot shows the Blendology portal interface. At the top left, a user profile for Rose McDonald is visible. The main header includes the clic+ logo and the text 'clic+ Club Events 2016'. A sidebar on the left contains navigation options: Timeline (9 [9]), Profile, List View, Delegates, Network, and Logout. The main content area is divided into several sections:

- Delegate Profile:** A profile card for Tamara Nicholls, Purchasing Assistant at Marshall Aerospace & Defence Group. It features a yellow circular badge with 'TN' and an envelope icon. A blue callout box points to this profile with the text 'View Connected delegate full profile'.
- Tagging:** A section with a 'Colour' selector (a grey square) and a 'Notes' text input field. A green callout box points to the 'Colour' selector with the text 'Colour code delegate for easy tagging'. An orange callout box points to the 'Notes' field with the text 'Write note next to delegate for reminder'.
- Mutual Connections:** A section displaying a list of mutual connections with profile pictures and names: Julie Darsley, Christopher Dodson, Charlie Howes, Alexis Ogborn, Deanne Swain, and Jenny White. A brown callout box points to this section with the text 'See mutual connections'.

A 'BACK' button is located in the top right corner of the main content area. At the bottom left, there is a tweet from 'clicevents16' dated Jun 10 11:35, mentioning #events and #clicclub.

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The screenshot shows the Blendology portal interface for 'clic+ Club Events 2016'. The user profile on the left is for Rose McDonald, Head of Sales at Robinson College Cambridge. The main content area is titled 'List View' and displays a list of contacts. Callouts highlight specific features: 'View List de-duplicated' points to the 'List View' menu item; 'Email Excel file to yourself' points to the 'Email Contact List' button; and 'Download Excel file' points to the 'Download as Excel' button.

Initials	Name	Role	Company	Email	Actions
JW	Jenny White	Supply Chain Manager	Marshall Aerospace & Defence Group	jenny.white@mar...	Email
	Sue Thompson	Education Coordinator (East of England)	Royal Society of Chemistry	thompsons@rs...	Email
DS	Deanne Swain	Communications, Events and Community Fundraising Manager	Blue Smile	deanne.swain@blues...	Email
	Alexis Ogborn	Sales & Marketing Director	OtterVibe	alexis.ogborn@otter...	LinkedIn, Twitter, Email
TN	Tamara Nicholls	Purchasing Assistant	Marshall Aerospace & Defence Group	tamara.nicholls@mar...	Email
CH	Charlie Howes	associate	Suzy Howes & associates ltd	charlie@suzyho...	Email

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The screenshot shows the 'Update Profile' page for Rose McDonald. The interface includes a sidebar with navigation options (Profile, List View, Delegates, Network, Messages, Logout) and a main form for updating profile details. Callout boxes highlight specific features:

- Complete your Profile: Add Company, Position, Bio, Social Media**: Points to the profile completeness bar and the main form fields.
- Format your bio using Wiki Markup**: Points to the bio text area and a list of Wiki Markup examples.
- Import from LinkedIn, profile picture, bio and LinkedIn url**: Points to the 'Import from LinkedIn' button.
- Upload Profile picture**: Points to the profile picture upload area.

Wiki Markup examples:

- == Heading ==
- === Subheading ===
-
 (New Line)
- # Ordered bullet point
- * Unordered bullet point
- '''bold'''
- ''''bold-italic''''
- ''italic''

Profile Picture Upload Instructions: Images must be less than 2mb. Press to save after cropping.

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OPTIONAL:
All delegate at event with only public information

Tick shows that delegate attended the event

EM	Event Management		
	Alexis Ogborn ✓	Sales & Marketing Director	OtterVibe
AJ	Alison Judge	Director	Present Perfect Communication
AW	Andrew White	Managing Director	Triggerfish Communications Ltd
AM	Angela Moore	Stakeholder Events Manager	Cambridge English
AB	Annabel Bradford ✓	Marketing & Events Manager	Redgate
AS	Anne Scott ✓	Conference Facilitator	Papworth Hospital NHS Foundation Trust
	Becky Jedrzejewski ✓	Production Co-ordinator	Inspired
	Ben Cole ✓	Managing Director	Inspired

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OPTIONAL:
How you are
connected and others
connected to you

The screenshot displays a user profile for Rose McDonald, Head of Sales at Robinson College Cambridge. The profile includes a 'Profile Completeness' bar and a navigation menu with options: Timeline (9 [9]), Profile, List View, Delegates, Network (highlighted with a red box), Messages, and Logout. A blue banner for '#clclub' is visible below the menu. The main content area features a network graph with nodes and connections, and a tweet from 'clicevents16' dated Jun 10 11:35. The tweet text reads: 'Looking for some inspiration & thought leadership on #events? Just 'clie' here: <https://t.co/VodgCk5TYH> #clclub'. A red line connects the 'Network' menu item to the network graph.



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